



JOB DESCRIPTION

Job Title:	Deputy Residential Manager Children's Home – Chadersley
Hours:	Full Time (37.5 hours per week / 162.5 per month)
Job Type:	Permanent
Responsible to:	Registered Manager
Home size:	5 bedded unit

WHO WE ARE

Talbot House Children's Charity champions children and young people, putting the care, wellbeing, and education of children first. As a children's charity, with a school and a children's home, we exist to ensure that we improve the lives of the children and young people we work with, and in turn have a positive effect on their wider relationships. We have the independence and flexibility to tailor innovative solutions to the needs of children. The charity has been in operation since the 1974, our home has 5 beds for children and young people residing at Chadersley Children's Home who are aged of 7 to 18 with social, emotional, and mental health considerations.

THE HOME

We are different to other homes because we offer as near to a family environment as some children can bear. We have high expectations for the social relationships of the children and young people who all live separately but come together as a family unit. We arrange regular family days, nights, outings and all of our residents and staff enjoy two activity lead weekly UK holidays per year.

Recent family outings include trips include the Farne Islands, beach games, National Trust visits, day trips to other cities and locations around the UK. Our recent UK holidays include weekly stays in the Lake District, North Yorkshire, and Scotland. We encourage independent and group hobbies as well as our general family activities.

We have two living areas, one is a separate lounge area and the other is part of a newly refurbished kitchen, dining, living, family area. All of the residents and staff bedrooms are ensuite, the communal areas are regularly updated, and we have a brand-new modern family sized bathroom.

HISTORY

Talbot House Children's Charity was created by individuals in the city of Newcastle, initially to enable them to give back to a community they felt passionately about. They wanted to influence outcomes for young boys who were disaffected by educational experiences and on the periphery of society. During our existence, we have operated as a residential school offering boarding from Monday to Friday, a day school and respite provider offering weekend activities. We receive our funding from local authorities across the country who pay for social care and education. The majority of our young people come from the Northeast region, although we have excellent relationships with other regions too. We do not take emergency placements and we emphasise when considering admissions. We match our new prospective placements with our current residents. Long-term placements are our preference, enabling true therapeutic intervention, a chance to really make a difference in a developing life.



RELATIONSHIPS

Reports to: Registered Manager / Responsible Individual (RI)

Important internal relationships:

- The Head of Development.
- The Senior Management Team (SMT). The SMT are made up of the CEO, the Head of Development (and Deputy CEO) and the Head Teacher.
- Residential Team including the Senior Residential Childcare Workers (SRCW), and Residential Childcare Workers (full time, part-time and bank staff).
- Education provider including our school when applicable.

Important external relationships:

- Children in care, their parents / carers, wider family, and friends.
- Other professionals and agencies particularly health, education, social workers, LADO, and the police.
- Neighbours and local residents.
- Providers groups in the region.

MAIN PURPOSE OF THE JOB

Working and deputising for the Registered Manager the Deputy Residential Manager is responsible for:

- the effective development and delivery of high-quality residential services to children young people and their families which improve outcomes.
- leading, managing, and inspiring a staff team, ensuring that team members work effectively with children, young people, families, and all internal and partner agency staff.
- carrying out all statutory duties as determined, principally in relevant childcare legislation, children's homes regulations and standards.
- ensuring all services are planned, and delivered in a way that maximises participation and reflects children's rights in relation to services being provided.
- promoting best practice.
- The duties of the Deputy Residential Manager will be split between office work and being on shift, covering shifts including some sleep-in shifts is required within this role, therefore working hours will vary as we operate a 24/7-365 home.

Within the overall context of:

- The Children's Homes Regulations and Quality Standards 2015.
- Children Act 2004, Care Act 2014 and other relevant legislation.
- Working Together to Safeguard Children.
- The Homes Statement of Purpose.
- The Code of Conduct and relevant policies.

The Deputy Residential Manager is responsible for assisting the Registered Manager to ensure that all child protection policies are adhered to, and concerns are raised in accordance with these policies and will act as Safeguarding Lead for the home.



MAIN DUTIES

Under the direction of the Registered Manager:

- Maintain a strong understanding of the Ofsted regulations and take full responsibility for the day to day operation and management of our Ofsted regulated residential provision.
- Assist and support with the responsibility for all regulatory requirements associated with Ofsted registration and the home's Statement of Purpose and Reg. 45.
- Ensure the highest standards of emotional, social, and physical care, promoting best outcomes for young people through research, development, and partnership.
- Assist with the day to day running of the home.
- Allocate resources and monitor performance to ensure the highest standards of emotional, social, and physical care, promoting best outcomes for young people through research, development, and partnership.
- Assist with the management of all aspects of the staff team and provide highly motivated, sound leadership and management to ensure staff are clear about their respective duties and responsibilities and have the support they need to carry out their roles safely.
- Help to ensure full and accurate records and reporting systems are maintained in accordance with legal requirements and to ensure the effective running of the home.
- Develop and maintain effective working relationships and timely communication with all external providers, agencies, and internal reports.
- Work as part of a multi-disciplinary team and at all times promote and ensure equality in practice.
- Assist the Registered Manager to sensitively challenge and promote collaboration for educational achievement and attainment, and foster a mutual responsibility for outcomes for all young people, ensuring that the Educational needs of children are assessed and provided for, liaising with educational professionals and produce appropriate Personal Education Plans.
- Ensure the emotional, behavioural and health needs are assessed and provided for, liaising with health and clinical professionals.
- Ensure all safeguarding risks are acted upon in immediately and the relevant action taken to mitigate the risk.
- Help to deliver and provide the strategic overview and vision for the department, ensuring policies and procedures are adhered to; staff inductions are completed in full and with the general daily practice for new and existing staff.
- Undertake and participate in any required training programmes.

FLEXIBILITY

This is a deputy management role within the organisation, as such, the nature of this position will require flexibility to meet urgent work needs as they arise. The roll does entail work outside normal office hours, covering rota hours, including some sleep-in shift as required to fulfil ratio requirements. The job description is not exhaustive. The post holder is expected to adopt a flexible attitude to the duties, which may have to be varied, after discussion, subject to the needs of the service and in keeping with the general profile of the post. From time to time the post holder, will be required to provide support to other elements of the organisation and must understand the importance of operating as one organisation to improve the lives of children and young people.



OTHER

- To support the Charity's commitment to safeguarding children and promoting their welfare and contribute to the overall ethos/work/aims of the school.
- Share and promote the organisations ethos and values.
- Assist the Registered Manager to ensure the highest standards of record keeping including electronic data entry and recording, report writing and responsible exercise of professional self-governance in accordance with professional codes of practice.
- To be a strong role model for our children and young people.
- Be aware of, and comply with key policies and procedures, for example, health and safety, equality and diversity, security, confidentiality, data protection, reporting all concerns to line management.
- Operate as a supportive member of the team by providing support and assistance to other members and attending and participating in team meetings.
- From time to time, young people will be risk assessed to allow them to participate in certain projects as part of work experience.
- Participate in training, other learning activities and performance development as required.
- The ability to travel independently to a variety of premises, sometimes at short notice, and must have full clean driving licence.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

NOTE

The Charity is committed to Safeguarding Children (see full policy details on our website). This post is subject to a disclosure and barring service check under the arrangements established by DBS and continued subscription to the DBS Update Service.

To apply for the role please visit our website to download an application form at: <https://www.talbothousecc.org.uk/jobs-at-talbot-house> alternatively please email the HR Department to request an application pack.

We can only accept a Charity application form for this role. We are not able to accept CV's for this roles, if you submit a CV it will not be reviewed. Please view our safer recruitment policy.

Applicants should be aware that any relevant issues arising from their references will be addressed at interview.

SAFER RECRUITMENT

Talbot House Children's Charity is committed to Safeguarding and promoting the welfare of all children and young people. All applicants must be willing to undergo safeguarding screening which is appropriate to the role. This includes Disclosure and Barring Service checks and all applicants must provide a minimum of two reference details on their application and in all cases applicants must provide further referee details for all establishments where they have worked with either Children or Vulnerable Adults if short listed. Please be advised that references will be requested prior to interview.



PERSON SPECIFICATION

Job title: Deputy Residential Manager

Qualifications	
Evidence	Essential / Desirable
Completed a Level 5 Diploma in Leadership for Health and Social Residential Child Care or Currently working towards completion of, or willing to complete, the Level 5 Diploma in Leadership for Health and Social Residential Child Care as a priority.	Desirable Essential
Completed a Level 3 Diploma in Residential Child Care	Essential

Experience	
Evidence	Essential / Desirable
Significant knowledge and experience of Children's Homes Regulations and quality standards.	Essential
Working practice of monitoring provisions and participating in Ofsted Inspection processes.	Desirable
Minimum 1 years' experience of previous experience of supervising / managing staff a children's residential setting.	Desirable
Minimum 2 years' experience of previous experience of working within a children's residential setting.	Essential
Experience of working with children with complex needs (SEMH). Understanding of causes of behaviour in children and behaviour management techniques. Significant experience of undertaking risk assessments and risk management plans.	Essential
Working experience of engagement with health, education, and therapeutic provision to promote children's welfare.	Desirable

Knowledge, skills, and abilities	
Evidence	Essential / Desirable
Working knowledge of relevant Legislation, Regulations and Guidance (e.g. Children Act 2004, Care Act 2014, Children and Families Act 2014, Working Together). Knowledge of Children's Rights issues.	Essential
Leading People <ul style="list-style-type: none"> • Evidence of understanding and building commitment to parent organisation. • Able to develop shared plans and goals for the team and motivates and inspires team members to achieve them. • Develops a strong sense of cohesion and team spirit. • Ability to encourage and develop team debrief and honest support. • Manages the performance of team members and provides regular coaching and feedback. • Creates a working culture that is open and responsive to change. 	Essential



<p>Delivering Services</p> <ul style="list-style-type: none">• Ability to respond to and manage the process of all Inspections including Ofsted and the Regulation 44 visits, formulating effective pre and post-inspection action plans.• Ability to manage the appropriate completion of all regulation documentation and notifications inc. Reg 45.• Ability to act as designated lead for safeguarding, risk management and welfare promotion for young people and staff.• Commitment to, and understanding of, the principles of equal opportunities for all, in employment and the delivery of services.• Ability to advocate for and with children.	Desirable
<p>Personal Effectiveness</p> <ul style="list-style-type: none">• Uses a range of communication styles to influence others.• Delivers professional and persuasive presentations to large internal and external groups.• Prepares high quality written communication and reports.• Applies skilful negotiation techniques to achieve win-win outcomes.• Demonstrates a high level of personal drive and energy that sets an example to others.• Demonstrates a determination to achieve challenging targets.• Displays a commitment to own personal development and learning.• Actively promotes a culture that values equality and diversity.• Is flexible and adaptable to changing goals and circumstances.• Anticipates and responds proactively to organisational change.• Continuously looks for ways to improve services and develop new ways of working.	Essential



<p>Physical:</p> <ul style="list-style-type: none">• The ability to ensure the safety of residents and staff, which may include physical interventions. Including attendance at mandatory training and achieve competence.• The ability to withstand/cope with any physical contact expected with this client group.• Ability to access a variety of locations.	Essential
<p>Special Requirements:</p> <ul style="list-style-type: none">• Satisfactory enhanced Disclosure and Barring Service clearance.• None smoking at work.• Full manual driving licence.• Ability and willingness to take part in rota cover of the home including evenings, weekends, bank holidays and in times of emergency.• Ability to participate in on call rota.• Ability to cover/support all areas the residential/Supported Housing pathway as required.• Ability to promote and work in partnership with other agencies.• Ability to support and lead staff/colleagues in a stressful environment.• Working knowledge of Health and safety risk assessments and risk management.	Essential

This job profile is provided for guidance only. It will be reviewed, updated, and amended in accordance with the changing needs of the Charity and the specific requirements of the role.

Updated: May 2023